



To: Mark Clark, Executive Director

From: Grants Staff

Date: September 15, 2005

Re: Grants Staff Report: July 1, 2005 thru August 31, 2005

GRANTS PROGRAM MANAGER (Cheryl Witt): ♦ *Maintains Internal Controls to insure adequate fiscal and programmatic accountability for Commission grant programs; ♦ Oversees administration of 15 grant and loan programs that include approximately 170 grant and 10 loan contracts; ♦ Supervises three Grants Assistants; ♦ Coordinates with the Office of Financial Management to maintain balances of 25 funding sources; ♦ Coordinates Commission Grant Reviews; ♦ Administers seven miscellaneous, non-district contracts; ♦ Participates on the WQ Financial Assistance Council to promote coordination between state grant and loan programs*

- ♦ Coordinated with Debbie Becker to initiate, develop and manage the recruitment process for the new Grants Assistant position. We received 31 applications; conducted grant staff initial interviews and recruitment tests with six candidates; conducted all staff interviews with two final candidates; then made the job offer to Karla Huttula, who accepted and started work Sept 6.
- ♦ Participated in the Livestock Committee meetings/conference calls designed to develop 05-07 Biennium Program recommendations;
- ♦ Coordinated with Rod Hamilton, FSA to develop process for Continuous Conservation Reserve Program being incorporated into the Commission's Practice Incentive Payment Loan Program;
- ♦ Coordinated with OFM to assemble invoices for Drought, Irrigation Efficiencies, Cultural Resources and Direct Seed invoice vouchers for Commission / Ecology Interagency Agreements;
- ♦ Developed CGR Action Plan designed to evaluate and follow up with CDs on staff recommendations;
- ♦ Coordinated with Ray Ledgerwood and NRCS to develop the 2006 TSP process;
- ♦ Coordinated the monthly Commission / OFM reconciliation of the 15 grant and 2 loan programs; and
- ♦ Compiled FY2005 Dairy / Livestock Grant Program Report.

GRANTS ASSISTANT (Debbie Skogen): ♦ *Provides customer service and assistance to Adams, Asotin, Benton, C Klickitat, Chelan, Clallam, Clark, Columbia, Cowlitz, E Klickitat, Ferry, Foster Creek, Franklin, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Lincoln, Mason, Moses Lake, N Yakima, and Okanogan Conservation Districts; ♦ Administers approximately 94 district grant contracts, ♦ Co-Administer the Basic Funding Match Grants Program; ♦ Administers the Practice Incentive Payment Loan Program with 10 district loan contracts that involve loans to 120 landowners; and ♦ Conducts Commission Grant Reviews.*

- ♦ Processed invoice vouchers, contract amendments, and closed grants that expired on or before June 30, 2005;
- ♦ Worked with Eric Kopp to update the PIP Program procedures and desk manual; and continued his training to assume responsibility for the PIP Program;
- ♦ Provided oversight for Eric to process invoice vouchers, grant contract close outs and learn all aspects of Commission grant programs;
- ♦ Assisted with the interview process to recruit a new grant staff employee as my replacement;
- ♦ Reviewed all Implementation Grant Program Reports submitted by Conservation Districts and compiled reports into a FY2005 Water Quality Implementation Grant Program Report;
- ♦ Scheduled Commission Grant Reviews with King, Mason, Columbia and Franklin CDs; and
- ♦ Continue to provide assistance to conservation districts that I serve.

GRANTS ASSISTANT (Kristy McGuill): ♦ *Provides customer service and assistance to Grant, Pacific, Palouse, Palouse Rk Lk, Pend Oreille, Pierce, Pine Creek, Pomeroy, San Juan, Skagit, Snohomish, S Douglas, S Yakima, Spokane, Stevens, Thurston, Underwood, Wahkiakum, Walla Walla, Warden, Whatcom, Whidbey Island, and Whitman Conservation Districts; ♦ Administers approximately 85 district grant contracts; ♦ Conducts Commission Grant Reviews; ♦ Provides assistance and backup to the Commission Information Technology Officer*

- ♦ Provided oversight for Eric's work on grant related work;
- ♦ Prepared and submitted a Technical Service Provider voucher to NRCS for reimbursement of expenses through June 30, 2005;
- ♦ Processed and issued reimbursements on the FY 2006 Basic Funding allotments;
- ♦ Scheduled Commission Grant Reviews with Pomeroy CD and Walla Walla CD for September 2005;
- ♦ Scheduled two training sessions, one with South Douglas CD and one with Whidbey Island CD;
- ♦ Participated in the selection/interview process for our new grant staff member Karla Huttula that will replace Debbie Skogen upon retirement;
- ♦ Worked with other grant staff members to assist in the closure of 180+ grant contracts;

- ◆ Reviewed Basic Funding reports, made contacts on missing reports/information, compiled all reports into the FY 2005 Basic Funding Report of Accomplishments;
- ◆ Reviewed Professional Engineering reports and compiled all reports into the FY 2005 Professional Engineering Report of Accomplishments;
- ◆ Assisted Tom Salzer with the IT Portfolio due 8/31/05 (includes inventory update, budget update/outlook);
- ◆ Assisted Tom Salzer with purchasing needed equipment for new staff members, uploading documents to our website, and maintenance of the job and news forums also on the website; and
- ◆ Provide customer service to internal staff and conservation district staff and supervisors through telephone, email, and fax communications.

GRANTS ASSISTANT, In Training (Eric Kopp): ♦ *Learning duties of Grant Assistant Position; ♦ Provide customer service and assistance to all 47 conservation districts; ♦ Assuming responsibility of the PIP Advance Loan Program; ♦ Provide assistance and backup to the Commission Grant Staff for initial invoice voucher review; ♦ Provide administrative assistance on any other necessary day-to-day activities within the office*

- ◆ Reviewed Puget Sound WQ Work Plan reports and compiled all reports into the FY 2005 Puget Sound Report of Accomplishments;
- ◆ Provided initial invoice voucher review assistance to Kristy and Debbie;
- ◆ Developed a PIP Advance Loan Program roll up for NASCA and CREP purposes;
- ◆ Updating the PIP Advance Loan Program procedures and desk manual; and
- ◆ Compiled a database of past and present supervisors, updating as needed.

GRANTS PROGRAM

Informational Item for September 15, 2005 Commission Meeting

Grants Staff Activities for July 1, 2005 thru August 31, 2005

District	GRANTS PROGRAM							LOANS PROGRAM	
	Number of Grant Contracts Initiated	Number of Grant Contracts Closed Out	Number of Grant Vouchers Processed	Amount Reimbursed to Grantee	Number of Grant Amendments Processed	Commission Grant Reviews		Number of Loan Transactions Processed	Loan Amount Reimbursed to CD
						Underway	Completed		
Adams	4		2	\$12,794.64					
Asotin	4	4	8	\$62,893.92	1			9	\$28,741.00
Benton	3	3	7	\$87,876.28	1				
C Klickitat	4	3	7	\$38,744.21	2				
Chelan	2	4	4	\$25,251.34	1				
Clallam	5	3	9	\$288,455.08	5				
Clark	4	4	5	\$31,145.23	2				
Columbia	4	4	6	85213.52	3				
Cowlitz	2	1	3	\$18,625.79	1				
E Klickitat	2	2	3	\$14,755.91					
Ferry	2	1	2	\$12,547.55					
Foster Cr	1	2	3	\$16,537.05	1				
Franklin	2	2	8	\$67,363.94					
Grant	2		2	\$21,923.04					
Grays Harbor	1	3	5	\$94,242.42					
Jefferson	4	5	7	\$81,417.37	2			4	\$5,306.40
King	1	4	8	\$98,037.40	1			1	
Kitsap	4	5	6	\$34,436.94					
Kittitas	4	4	7	\$196,206.14	3				
Lewis	3	5	9	\$106,441.42	1				
Lincoln	2	3	5	\$39,266.02					
Mason	5	6	9	\$67,907.64	3				
Moses Lk	1		1	\$10,714.28					
N Yakima	3	3	7	\$22,142.08					
Okanogan	2	6	5	\$40,411.24	1				
Pacific		4	6	\$43,157.34	2				
Palouse	2	2	3	\$20,077.31	1				
Pal Rk Lk	2	2	2	\$39,561.52					
Pend Oreille	2	2	4	\$35,975.26	1				
Pierce	3	3	4	\$70,375.74	2				
Pine Cr	2	2	3	\$16,613.09					
Pomeroy	4	2	3	\$25,198.34	1			10	\$46,086.00
San Juan	3	3	6	\$65,639.70	2				
Skagit	5	7	11	\$320,246.80	3		1	1	
Snohomish	4	3	6	\$60,258.93	2				
S Douglas	2	1	2	\$11,304.12	1				
S Yakima	4	2	4	\$112,904.94	3				
Spokane		2	3	\$34,067.69	1				
Stevens	2	3	3	\$51,334.61	1				
Thurston	4	4	8	\$60,071.19	3				
Underwood	3	3	7	\$42,126.36	3				
Wahkiakum	3	3	9	\$34,497.80	2				
Walla Walla	4	6	5	\$338,715.85	5				
Warden	1		1	\$10,714.28					
Whatcom	4	8	14	\$418,903.40	5				
Whidbey Is	3	3	4	\$23,189.31	2				
Whitman	3	4	7	\$82,575.61	5				
Miscellaneous		4	1	\$23,029.32					
TOTALS	131	150	254	\$3,515,888.96	73	0	1	25	\$80,133.40